



# DLA ADMINISTRATIVE SUPPORT CENTER

**POSITION:** Quality Assurance Specialist, (Automotive) GS-1910-12 **ANNOUNCEMENT NO.** DCMDI-8-CS

**LOCATION:** Defense Contract Management District  
International (DCMDI)

**OPENING DATE:** 8-7-96

**DUTY STATION:** Kuwait

**CLOSING DATE:** Open Continuous

**AREA OF CONSIDERATION:** Appointable Employees of the Department of Defense

**DUTIES:** Performs quality assurance specialist duties in foreign military sales environment for the purchase of advanced weapons systems which are deployed and maintained in widely dispersed areas. Developing and implementing a Government quality assurance surveillance program to verify that adequate quality assurance methods and procedures are being used and are controlling product quality within prescribed tolerance.

**QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience equivalent to the GS-11 level which demonstrated a practical knowledge in monitoring, controlling, or maintaining the quality of products or services in quality assurance, procurement, inspection, production, or related areas. Examples include: (1) reviewing production activities and capabilities in light of contract quality requirements; (2) reviewing written quality or inspection procedures for adequacy, and evaluating the implementation and effectiveness of quality/inspection systems, including sampling plans; (3) analyzing quality data to detect unsatisfactory trends or weaknesses in the quality/inspection system; (4) verifying by test or inspection, using sampling inspection or intensive product inspection techniques, that products comply with requirements prior to acceptance; (5) identifying inadequacies and requesting corrective action; (6) computing data, summarizing results, and preparing reports or charts depicting pertinent relationships using statistical methods; (7) investigating customer complaints and deficiency reports, and providing identification of causes to appropriate authorities; (8) reading, interpreting, and applying technical data such as blueprints, engineering drawings, product specifications, or technical manuals; and (9) reviewing and evaluating supply systems operations and procedures through periodic audits and surveillance inspections. Applicants must have served one year in grade GS-11 to meet OPM time-in-grade requirements.

**EVALUATION METHODS:**

**MAXIMUM POINT VALUE**

1. Quality of Experience	65
2. Performance Appraisal	15
3. Education, Training and Self- Development	15
4. Awards	<u>5</u>
	100

**METHOD OF RANKING:** Applicants competing for promotion will be given a score based on the completion of the attached Merit Promotion Questionnaire.

**EMPLOYMENT CONSIDERATION:** Applicants will be referred to selecting officials as openings occur. Eligibility is good for 6 months. After that time, applicants who still wish to be considered for employment opportunities may request that their eligibility be extended for another 6 months.

**OTHER:**

1. This position may be filled through means other than the competitive promotion process. This may include reassignments or repromotion of qualified eligibles or appointment from an Office of Personnel Management Certificate of Eligibles. In such case, this announcement will be canceled and all applicants so advised.
2. This position is designated noncritical sensitive as defined in DoD 5200.2-R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 90 days or longer to process.
3. Applications will be accepted from disabled veterans who are in receipt of compensation at the rate of 30% or more.
4. Time in grade and qualification requirements must be met by the closing date of this announcement.
5. All qualified reassignment applicants within the stated area of consideration will be referred for selection consideration. Employees competing for promotion are subject to the evaluation methods outlined above.
6. SF-171(s) and related forms transmitted by facsimile equipment will not be accepted.
7. Acquisition workforce position category **H**.
8. TDY is required.
9. Incumbent is required to file an annual financial statement.
10. Permanent change of station funds will not be authorized.

**HOW TO APPLY:** Applicants may choose any of the following written application formats:

- (1) OF 612, Application for Federal Employment, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.
- (2) SF 171, Application for Federal Employment.
- (3) Resumes. Certain information is required to be included on resumes. These requirements are specified in OF 510, Applying for a Federal Job. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies. Failure to provide all of the required information could result in an ineligible rating.

Applicants must forward a written application/resume along with the following documents and forms:

- a. The attached Merit Promotion Questionnaire. **APPLICATIONS RECEIVED WITHOUT THE MERIT PROMOTION QUESTIONNAIRE WILL NOT BE CONSIDERED.**
- b. A copy of current annual performance rating and appropriate performance standards. (For DLA employees, DLA Forms 46 and 46A (Jun 86 version) or Merit Pay appraisal and standards, if applicable, are to be submitted. DLA employees serviced by non-DLA personnel offices may submit their current appraisals and performance standards on the appropriate forms utilized by their respective systems). **FAILURE TO SUBMIT A CURRENT PERFORMANCE APPRAISAL (NO MORE THAN 18 MONTHS OLD) MAY AFFECT APPLICANT'S OVERALL RATING.** Applicants who have a minimally acceptable or unacceptable annual performance rating will not be certified for promotion consideration.
- c. A list of all awards received within the past 10 years, including the dates of the awards.
- d. Copy of recent SF-50, Notification of Personnel Action, for verification of competitive status/reinstatement eligibility.

**WHERE TO APPLY:** ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220. **APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED IN THE JOB OPPORTUNITY ANNOUNCEMENT.**

For further information regarding this vacancy, call (703) 767-7118 or DSN 427-7118. For general vacancy information, call (703) 767-7100 or DSN 427-7100.

**ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, MARITAL STATUS, UNION MEMBERSHIP, OR OTHER NONDISQUALIFYING PHYSICAL OR MENTAL HANDICAPS.**

**\*\*\* IF THIS POSITION IS FILLED BY A MILITARY SPOUSE RESIDING IN THE COMMUTING AREA, THE MILITARY SPOUSE WILL BE GIVEN AN EXCEPTED SERVICE APPOINTMENT UNDER SCHEDULE A AUTHORITY 213.3106. (b) (6).**

# Merit Promotion Questionnaire

**Position:** Quality Assurance Specialist, (Automotive) GS-1910-12

**Location:** KUWAIT

**JOA#**DCMDI-8-CS

**Applicant Name:** \_\_\_\_\_  
**SSN:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_

## Privacy Act Notice

This questionnaire is designed to provide the information needed to evaluate your qualifications and make a selection. Authority to gather this information is derived from 5 U.S.C. 3301. Failure to properly complete the form may result in the questionnaire being rejected or your being rated ineligible.

## How to Fill Out This Questionnaire

This questionnaire asks for a variety of types of information needed to assign a rating for the JOA listed above. Each Ranking Question includes the point value assigned to it. Please mark your answers clearly. You cannot submit any information after the JOA closes.

Answer each Ranking Question truthfully. Falsification of your answers may result in disciplinary action, up to and including removal. Circle all answers for which you can truthfully answer YES. Unless otherwise instructed, circle every answer which applies. After each Ranking Question, you must indicate the block(s) on your application where you obtained the experience. Your application has identifying letters for experience sections. For example, if you got your experience in your current job and in your most recent job, you would enter A-B in the "Where on Application" column. **YOU WILL NOT RECEIVE POINTS FOR RANKING QUESTIONS WHERE YOU DO NOT COMPLETE THIS COLUMN.**

## Education

Up to 15 points are awarded for education. Identify your level of education and the major field of study for each level. An academic year is 30 Semester or 45 Quarter hours. Point values are not cumulative. The following Majors are RELATED: Business Administration/Management, Chemistry, Economics, Engineering, Electronics, Finance, Industrial/Material Management, Mathematics, Marketing, and Production Management

Level of Education	Major (points)
8 Semester/12 Quarter Hours	___ Any Major ( 0 )
16 Semester/24 Quarter Hours	___ Any Major ( 2 )
1 Academic Year	___ Any Major ( 3 )
2 Academic Years	___ Related Major (8)    ___ Other Major (5)    ___ Any Major ( 0 )
3 Academic Years	___ Related Major (10)    ___ Other Major (6)    ___ Any Major ( 0 )
Bachelor's Degree	___ Related Major (15)    ___ Other Major ( 9 )    ___ Any Major ( 0 )
1 Graduate Academic Year	___ Related Major (15)    ___ Other Major (10)    ___ Any Major ( 0 )
Master's Degree or Higher	___ Related Major (15)    ___ Other Major (12)    ___ Any Major ( 0 )

## Awards

Up to 5 points are given for creditable awards. You get one point each for up to five occurrences of each award type. Do not list awards you received more than five years before the date you submit this Questionnaire.

___ ___ ___ ___ ___ Value Engineering	___ ___ ___ ___ ___ Meritorious or Superior Civilian Service
___ ___ ___ ___ ___ EEO Award	___ ___ ___ ___ ___ Commendable Service Certificate
___ ___ ___ ___ ___ Cash Award (SSPA, QSI, On-the-Spot, Beneficial Suggestion for which cash was paid, etc.)	

## Performance Ratings

Up to 15 points are given for performance ratings. List your three most recent annual performance ratings received in the past five years and indicate if they were for a *Related* or *Unrelated* job series. You will get one point for each year for which you do not indicate a performance rating. **Do not check more than three boxes** . *Related* job series are:  
Any 800 series, GS-1150, GS-1670, and GS-1910

Rating Level	Related	Unrelated
Exceptional (Level 5)	___ ___ ___ 5 points each	___ ___ ___ 3 points each
Highly Successful (Level 4)	___ ___ ___ 4 points each	___ ___ ___ 2 points each
Fully Successful (Level 3)	___ ___ ___ 3 points each	___ ___ ___ 1 points each
Below Fully Successful (Level 1 or 2)	___ ___ ___ 0 points each	___ ___ ___ 0 points each

Ranking Questions	Where on Application
<p align="center"><b>Quality Assurance Specialist, GS-1910-12</b></p> <p>Up to 65 points are awarded for experience. Circle the letters of the responses that describe your work experience. More than one response may apply to each question. The numbers in brackets indicate the point value for each question and each response.</p> <p><b>1. Which of the following courses have you successfully completed or obtained equivalency? [MAX 10 PTS]</b></p> <p>a. S-89 (S-01/S-85) [1]                      g. S-54 [1]  b. S-06 [1]                                        h. S-55 [1]  c. S-44 [1]                                        i. S-81[1]  d. S-46 [1]                                        j. U-06 [1]  e. S-48 [1]                                        k. None of the above [0]  f. S-50 [1]</p> <p><b>2. In which of the following commodities are you certified? [MAX 10 PTS]</b></p> <p>a. Aircraft [2]                                    D. Electronics [2]  b. Mechanical [2]                                E. Others [2]  c. Ammunition [2]                                F. None of the above [0]</p> <p><b>3. In which of the following facilities have you worked? [MAX 4 PTS]</b></p> <p>a. Resident facility [1]  b. PDM/MOD facility [1]  c. Non-resident facility [1]  d. Staff office [1]  e. None of the above [0]</p> <p><b>4. Which of the following describes your experience with quality assurance practices and concepts and contract quality requirements? [MAX 4 PTS]</b></p> <p>a. Implemented PROCAS/IQUE at a resident facility [1]  b. Implemented PROCAS/IQUE at a non-resident facility [1]  c. Provided staff assistance with PROCAS/IQUE implementation[1]  d. Provided assistance with PROCAS/IQUE as a facilitator [1]  e. None of the above [0]</p> <p><b>5. What is your level of experience in the use of computer programs for recording quality assurance data? [MAX 6 PTS]</b></p> <p>a. Have used databases developed by others [2]  b. Have developed databases for recording qa data [2]  c. Have completely automated QA data recording requirements [2]  d. None of the above [0]</p>	

Ranking Questions	Where on Application
<p style="text-align: center;"><b>Quality Assurance Specialist, GS-1910-12</b></p> <p><b>6. What is your level of experience in the use of flow charts and data analysis? [MAX 6 PTS]</b></p> <p>a. Have performed limited flow charting and data analysis [2]  b. Have performed detailed process flow charting and data analysis using SPC methods at a resident facility [2]  c. Have performed detailed process flow charting and data analysis using SPC methods at a non-resident facility [2]  d. None of the above [0]</p> <p><b>7. At what levels have you worked on a multi-functional team performing quality assurance, contract administration and technical support functions? [MAX 8 PTS]</b></p> <p>a. Member [2]  b. Leader [3]  c. Facilitator [3]  None of the above [0]</p> <p><b>8. At what levels have you participated on a process action team or quality improvement team? [MAX 6 PTS]</b></p> <p>a. Member [3]  b. Facilitator [3]  c. Neither of the above [0]</p> <p><b>9. Which of the following have you prepared? [MAX 6 PTS]</b></p> <p>a. Written summary reports of product audit findings and recommendations [2]  b. Written investigative reports [2]  c. Written reports recommending alternative methods of operation [2]  d. None of the above [0]</p> <p><b>10. At which levels have you made oral presentations [MAX 5 PTS]</b></p> <p>a. First line supervisor [1]  b. Division chief [2]  c. AO Commander/District Quality Director [3]  d. District Commander [4]  e. Any higher command [5]  f. None of the above [0]</p>	

**Certification**

I hereby certify that the information I have provided in this Questionnaire is complete and truthful. I understand that falsification of this Questionnaire may result in disciplinary action, up to and including removal.

Signature:

Date:

OVERSEAS ALLOWANCES AND BENEFITS INFORMATION - JOA # \_\_\_\_\_

Overseas allowances and benefits information is provided for the following location:

Kuwait . PLEASE NOTE: Only items checked below apply.

☒ LENGTH OF TOUR: 1 year. (Possible extension of up to 5 years.)

☐ \*Tax free living quarters allowance (LQA) of \_\_\_\_\_ to \_\_\_\_\_, based on grade and number of dependents. The LQA is payable to eligible civilian employees when government owned or rented quarters are not provided without charge at the employee's permanent duty station in a foreign area.

☒ Government quarters are provided at no charge to the employee.

☐ \* \_\_\_\_\_ % Post Allowance (PA) is authorized. PA is a cost-of-living allowance. It reimburses an employee for certain living costs incurred while stationed in a foreign area where the cost of living, other than quarters, is much higher than in Washington, D.C.

☒ \* 15 % Post Differential (PD) is authorized. PD provides added compensation to eligible employees stationed where environment, physical security, and living conditions are substantially different from those in the continental United States. PD is taxable.

☒ Concurrent transportation of dependents is authorized.

☒ Nontemporary storage (NTS) is authorized. NTS at government expense may be authorized for a period not to exceed the length of the tour of duty in the overseas area.

☒ Shipment of 4500 pounds of household goods (HHGs) to the overseas area is authorized.  
(NTS and HHGs shipment combined can not exceed 18,000 pounds.)

☒ One privately owned vehicle may/ may not be shipped at government expense.

☒ Salary advance of 3 months is authorized. Advances may be made during the period 3 weeks before the estimated departure date to a foreign duty post or up to 2 months after arrival. Repayment may be made by payroll deductions of up to 26 subsequent pay periods or by lump-sum payment.

☒ Home leave is accrued at the rate of 15 days per year. Home leave may only be granted after completion of 24 months continuous service abroad. Carryover of 360 hours of annual leave is authorized.

☒ Return rights within DLA are mandatory.

☐ Return rights within DoD are mandatory.

☒ Real estate expenses are not authorized.

Note: An overseas sponsor will be appointed at the time of selection to provide more specific information. Further information regarding allowances and differentials can be found in the Department of State Standardized Regulations (DSSR). Information regarding overseas travel entitlements can be found in the Joint Travel Regulation (JTR) Volume II.

\*IS SUBJECT TO CHANGE WITHOUT NOTICE.

AS OF: 3/26/96